

SECRETHTA-I-1
1 March 1957

MEMORANDUM FOR: Chief, HTA ACL
FROM: Chief, HTA-I
SUBJECT: Comments on Quality of Editorial Assistance

1. As you know, official Reports, Memoranda, Briefs and Alerts are submitted to the Support Staff for editing and Front Office approval prior to publication.

2. In the past HTA-I production has consisted for the most part of very short Memoranda, Briefs and Alerts. Recently, however, the situation changed, and it is felt that the editorial staff rates a word of commendation from us for the support they have rendered.

3. The first report, HTA-RI-57, is a good example of this support. It was the product of several requirements and several offices participated in it, notably D/GG, D/GP and the Army liaison team. Because of its special nature and because there was a deadline to meet in getting specific information to the combined JAEIC/CMIC unit in response to a detailed requirement from Dr. Scoville, we issued a preliminary copy of the textual material prior to submission of the report to the editors.

4. Subsequent submission of the manuscript to the editors not only resulted in elimination of typographical errors but also in clarification of substantive material.

5. More recently, we had occasion to submit a final draft of a report on special storage to the editors. Suggestions from the editorial staff resulted in a considerably improved final product.

6. Recently we tried, on an informal basis, a slightly different procedure by submitting a rough, handwritten draft of a paper prior to first typing. Here again they pointed out items that they believed needed more emphasis or elucidation. This permits the incorporation of some of their suggestions into the initial paper, effecting a better final product at great saving of time, both theirs and ours.

7. Although there are two schools of thought on the subject, we feel that the editors fresh point of view pays off in shaping a publication for consumer use. The photo interpreters preparing a report may in many instances be "too close" to the subject and overlook or fail to explain facts needed by the consumer.

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8. In view of the above, I want to pass on to you an expression of gratitude for the spirit of cooperation evidenced by the editorial staff and a commendation for the quality of their support.

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cc: Chief, HTA-SS

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